

DOWNTIME is an acronym for the 8 types of waste that can exist in a process. The primary purpose of DOWNTIME is to ensure we are observing a process, identifying waste, and identifying how to eliminate the waste.

The 8 Wastes

To remember The 8 Wastes, you can use the acronym "DOWNTIME."

D



DEFECTS
Efforts caused by rework, scrap, and incorrect information.

O



OVERPRODUCTION
Production that is more than needed or before it is needed.

W



WAITING
Wasted time waiting for the next step in a process.

N



NON-UTILIZED TALENT
Underutilizing talents, skills, & knowledge.

T



TRANSPORTATION
Unnecessary movements of products & materials.

I



INVENTORY
Excess products and materials not being processed.

M



MOTION
Unnecessary movements by people (e.g., walking).

E



EXTRA-PROCESSING
More work or higher quality than is required by the customer.

8 Types of Waste: DOWNTIME

The 8 Wastes	Examples
 DEFECTS	<p>Efforts caused by rework, scrap, and incorrect information</p> <ul style="list-style-type: none"> Faulty or damaged products that have to be repaired or scrapped Incorrectly completed application that has to be redone Incomplete forms
 OVERPRODUCTION	<p>Production that is more than needed or before it is needed</p> <ul style="list-style-type: none"> Making what you can Producing reports that no one uses Pushing work downstream before the next person is ready Entering repetitive information.
 WAITING	<p>Wasted time waiting for the next step in a process</p> <ul style="list-style-type: none"> Product in a work queue Job waiting for approval Waiting for information, resources or approvals Dependency on others to complete tasks System response and down time
 NON-UTILIZED TALENT	<p>Non or underutilizing people's talents, skills, and knowledge</p> <ul style="list-style-type: none"> Not listening to team member's improvement suggestions Not doing an activity that should be done Staff hired to do X but spending more time on Y Underutilization of equipment (printers, scanners, etc.)
 TRANSPORTATION	<p>Unnecessary movements of products and materials</p> <ul style="list-style-type: none"> Moving the product from one location to another Unnecessary information exchange between departments Unorganized work spaces Multiple handoffs Out-dated distribution lists
 INVENTORY	<p>Building and storing extra materials/products than needed</p> <ul style="list-style-type: none"> Extra stock in inventory in case of breakdown Keeping several jobs open without completing any Filing and storing the same document in multiple locations Buying and storing more products, forms, and reports than needed
 MOTION	<p>Unnecessary movement of people that does not add value</p> <ul style="list-style-type: none"> Walking to and from locations to fetch things Looking in different locations to get information for one task Poorly designed work environments Searching for work documents and supplies Frequency of trips to a copier or printer
 EXTRA-PROCESSING	<p>More work or higher quality than is needed by customer</p> <ul style="list-style-type: none"> Running a small part on a large machine Entering the same data into more than one system Requiring too many signatures Can some tasks be combined or eliminated? Too much time spent on unnecessary task